

# Retention and Classification Report

**Agency:** Richmond (Utah) (840)

PO Box 9  
6 West Main  
Richmond, UT 84333  
258-2092

**Records Officer** Marlowe Adkins

22350	Annual financial reports
22315	Cemetery burial card files
22346	City Council minutes
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22349	Ordinances and resolutions
22352	Public library minutes

**AGENCY:** Richmond (Utah)

**SERIES:** 22350

3

**TITLE:** Annual financial reports

**DATES:** 1946-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are statistical reports on the financial affairs of the entire municipality. "Within 180 days after the close of each fiscal year the city recorder or other delegated person shall present to the governing body an annual financial report prepared in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah cities (UCA 10-6-150 (1997)). "Copies of the annual financial report....shall be filed with the state auditor and shall be filed as a public document in the office of the city recorder" (UCA 10-6-150 (1997)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 4.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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**AGENCY:** Richmond (Utah)

**SERIES:** 22350

**TITLE:** Annual financial reports

(continued)

**APPRAISAL:**

Administrative Fiscal Historical Legal

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Richmond (Utah)

**SERIES:** 22315

3

**TITLE:** Cemetery burial card files

**DATES:** 1859-

**ARRANGEMENT:** Alphabetical by name

**DESCRIPTION:**

These books or card files are arranged alphabetically by names of owners or deceased persons interred in the cemetery. They are used for reference purposes. The records include name, interment number, deed number, date interred, location of grave by plot, lot, block, tier, grave number, and date of latest update.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 8.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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**APPRAISAL:**

Administrative Historical

**AGENCY:** Richmond (Utah)

**SERIES:** 22315

**TITLE:** Cemetery burial card files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Richmond (Utah)

**SERIES:** 22346

3

**TITLE:** City Council minutes

**DATES:** 1888-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These minutes are the official record of the proceedings of regularly scheduled, special and emergency council meetings. They are adopted and approved by the council during their next public meeting. The minutes include the date, time, and meeting place; members present and absent; "the substance of all matters proposed, discussed, or decided, and record, by individual member, of votes taken; the names of citizens who appeared and the substance in brief of their testimony; any other information that any member requests be entered in the minutes" in accordance with UCA 52-4-7 (1997).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** //

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**AGENCY:** Richmond (Utah)

**SERIES:** 22346

**TITLE:** City Council minutes

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public UCA 52-4-7(3) (2008)

**SECONDARY CLASSIFICATION(S):**

Protected. UCA 63G-2-305(32) (2008)

**AGENCY:** Richmond (Utah)

**SERIES:** 22351

3

**TITLE:** Ordinance and resolutions

**DATES:** 1869-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are formal statements of a decision, or expression of opinion put before or adopted by the city council. They may perform the same function as an ordinance. Resolutions may include the following: establishing water and sewer rates, charges for garbage collection and fees charged for municipal services, establishing policies and guidelines, and regulating the use and operation of municipal property (UCA 10-3-717 (1997)).

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 22.

**AUTHORIZED:** //

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**APPRAISAL:**

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.



**AGENCY:** Richmond (Utah)

**SERIES:** 22351

**TITLE:** Ordinance and resolutions

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Richmond (Utah)

**SERIES:** 22349

3

**TITLE:** Ordinances and resolutions

**DATES:** 1913-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

**AUTHORIZED:** //

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Administrative Historical Legal

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**AGENCY:** Richmond (Utah)

**SERIES:** 22349

**TITLE:** Ordinances and resolutions

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Richmond (Utah)

**SERIES:** 22352

3

**TITLE:** Public library minutes

**DATES:** 1916-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are the official minutes of regular and special meetings of the City Library Board of Directors. They are used to document the actions of the board. They include the agenda, dates and times meetings convened and adjourned, board members present and excused, and a summary of the proceedings of meetings, including motions, votes, discussions, official actions, and decision.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule MUN 25, Item 3.

**AUTHORIZED:** //

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**APPRAISAL:**

Administrative Historical

**AGENCY:** Richmond (Utah)

**SERIES:** 22352

**TITLE:** Public library minutes

(continued)

**PRIMARY CLASSIFICATION:**

Public